

## State of Georgia

### Continuing Request for Qualifications (“RFQ”)

State Entity: Department of Community Affairs (“DCA”)

Event Name: Request for Qualifications for Affordable Housing Market Study Services

## 1. Introduction

### 1.1. Purpose of Request for Qualifications

The Georgia Department of Community Affairs (DCA) is issuing a Continuing Request for Qualifications (RFQ) for market study services from qualified persons and/or firms interested in providing market studies for affordable multifamily housing developments located throughout the state of Georgia. Developers of multifamily properties that will be submitting an Application for an award of HOME funds or an allocation of Federal Low Income Housing Tax Credits are required to obtain the services of a consultant qualified by DCA to prepare a market analysis in accordance with DCA requirements. If qualified, the names and contact information for Qualified Consultants (hereinafter “Respondent” or “Consultant”) shall be added to the current list of Qualified Market Analysts. This list will be updated and posted on DCA’s website as Qualified Consultants are approved. Developers will contact Qualified Consultants directly and enter into a contract with Qualified Consultant(s) who will provide the market analysis for DCA funded properties, as more fully set forth in this RFQ. Market study analysts already on the “Georgia DCA Approved Market Analyst List” are considered “Qualified Consultants” and do not need to reapply.

#### 1.1.1. Background

DCA is a legislatively created executive branch of the State of Georgia (the “State Entity”) and is the administering agency for affordable housing programs acting on behalf of the Georgia Housing and Finance Authority (GHFA), a legislatively created instrumentality of the state performing an essential governmental function that encourages the development of affordable multifamily rental housing for moderate and low income Georgians, including the HOME Investment Partnership (“HOME”) program, National Housing Trust Fund (“NHTF”) program, Low Income Housing Tax Credit (“LIHTC”) program, Emergency Solutions Grant (“ESG”) program, Housing Opportunities for Persons with AIDS (“HOPWA”) program, and Shelter Plus Care (“SPC”) program, and partners with the State Housing Trust Fund for the Homeless Commission.

#### 1.1.2. Scope of Work

DCA is issuing this RFQ to qualify Market Study consultants who possess the required qualifications to prepare market study services in accordance with the DCA Market Study Manual. A statement of the scope of services to be performed by consultants qualified under this RFQ is attached as Exhibit “A” to this RFQ.

## 1.2. Schedule of Events

This Request for Qualifications will continue until terminated by DCA. Consultants may submit required documents at any time.

### 1.3. Issuing Staff Member:

Jessica Plante

[Jessica.Plante@dca.ga.gov](mailto:Jessica.Plante@dca.ga.gov)

### 1.4. Qualification Term

Qualified Consultants will be qualified until a new Request for Qualifications is published by DCA. Should DCA at any time, in its discretion, determine that any Qualified Consultant is no longer in compliance, DCA shall notify the Qualified Consultant in writing and Qualified Consultant shall be removed from DCA's qualified list of consultants.

## 2. Instructions to Respondents

By submitting a response to the RFQ, the Respondent is acknowledging that the Respondent:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.
3. Can provide services for the scope of work set forth in Exhibit "A"

### 2.1. General Information and Instructions

#### 2.1.1. Submitting Questions

All questions concerning this RFQ must be submitted in writing via email to the Issuing Staff Member identified in Section 1.3 "Issuing Staff Member" of this RFQ. No questions other than written will be accepted. No response other than written will be binding upon the State.

#### 2.1.2. State's Right to Request Additional Information – Respondent's Responsibility

Prior to determining the final list of qualified consultants, the State Entity must be assured that the Respondent has all of the experience to successfully perform the services required under this RFQ. If, during the evaluation process, the State Entity is unable to assure itself of the Respondent's ability to meet the qualification criteria, the State Entity has the option of requesting from the Respondent any information deemed necessary to determine the Respondent's qualifications. If such information is required, the Respondent will be so notified and will be permitted approximately seven (7) business days to submit the information requested.

#### 2.1.3. Failing to Comply with Submission Instructions

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the RFQ will not be considered. Respondents' responses must be complete in all respects, as required in each section of this RFQ.

#### 2.1.4. Rejection of Responses; State Entity's Right to Waive Immaterial Deviation

The State Entity reserves the right to reject any or all responses, to waive any irregularity or informality in a Respondent's response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the State of Georgia. It is also within the right of the State Entity to reject responses **that do not contain all elements and information requested in this RFQ**. A Respondent's response will be rejected if the response contains any defect or irregularity and such defect or



irregularity constitutes a material deviation from the RFQ requirements, which determination will be made by the State Entity on a case-by-case basis.

#### **2.1.5. State Entity's Right to Amend and/or Cancel the RFQ**

The State Entity reserves the right to amend this RFQ at any time. By submitting a response, the Respondent shall be deemed to have accepted all terms and agreed to all requirements of the RFQ (including any revisions/additions made in writing whether or not such revision occurred prior to the time the Respondent submitted its response) unless expressly stated otherwise in the Respondent's response. THEREFORE, EACH RESPONDENT IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED RFQ AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE RESPONDENT'S RESPONSE, IF NECESSARY. Respondents are encouraged to frequently check the RFQ for additional information. Finally, the State Entity reserves the right to cancel this RFQ at any time.

#### **2.1.6. Costs for Preparing Responses**

Each Respondent's response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the qualification process (including the protest process) is the sole responsibility of the Respondent. The State will not provide reimbursement for such costs.

#### **2.1.7. ADA Guidelines**

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Respondents should contact the Issuing Staff Member at least one day in advance if they require special arrangements or accommodations. The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

### **2.2. Additional Information for Consultants**

**2.2.1. Debarred, Suspended, and Ineligible Status.** Consultant certifies that Consultant and/or any of its subcontractors have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch.1 Subpart 9.4. Consultant will immediately notify DCA if Consultant is debarred by the State or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

**2.2.2. Georgia Immigration Compliance.** Consultant warrants that it complies with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87), SB 160, and any other applicable state or federal immigration law. Consultant also warrants that it has included a similar provision in all written agreements with any contractors or subcontractors, as approved by DCA, who are engaged to perform services under this Agreement.

**2.2.3. Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate against any person because of race, sex, color, familial status (children under 18), national origin,



disability or handicap or religion. Therefore, Consultant agrees to comply with all applicable Federal and Georgia laws including, but not limited to the Fair Housing Act. In addition, Consultant agrees to require like compliance by all of its subcontractors.

## 2.3 Submittal Instructions

### Submittal Instructions

Listed in this section are key action items related to this RFQ. The Schedule of Events in Section 1.2 identifies the dates and time for these key action items. This portion of the RFQ provides high-level instructions regarding the process for reviewing the RFQ, preparing a response to the RFQ and submitting a response to the RFQ.

#### 2.3.1 RFQ Released

The release of the RFQ is formally communicated through the posting of this RFQ to the DCA website and through publication on DCA email lists.

#### 2.3.2 Respondent Submission

The Respondent’s qualification submission, including all required and supporting documentation listed in Section 4, should be submitted to the Issuing Staff Member listed in Section 1.3.

## 3. Response Certification

By responding to this RFQ, the Respondent understands and agrees that all items included in the Respondent’s response meet or exceed any and all of the RFQ’s identified specifications and requirements except as expressly stated otherwise in the Respondent’s response.

## 4. Qualification Criteria

In order to qualify as a Consultant for Market Study Analysis Services, the Respondent must meet the following qualifications, providing the listed documentation set forth in Exhibit “B”:

Criteria	Documentation
Satisfactory quality and content of sample report	See Exhibit B, Contents of Qualification Package
Qualifications of consulting staff to provide services for affordable multifamily housing properties	See Exhibit B, Contents of Qualification Package
Major business operation or substantial component of business operation dedicated to market study preparation	See Exhibit B, Contents of Qualification Package
No less than five (5) years as the primary author of market studies for multifamily rental housing projects and no less than two (2) years as the primary author of market studies for affordable multifamily rental housing projects	See Exhibit B, Contents of Qualification Package
At least two reference letters from industry professionals in the affordable	See Exhibit B, Contents of Qualification Package



housing industry (developers, syndicators, lenders)	
Demonstrated knowledge of National Council of Housing Market Analysts standards	See Exhibit B, Contents of Qualification Package

## 5. Qualification Evaluation

All complete responses will be evaluated in accordance with the following steps in this section. The objective of the evaluation process is to identify the responses which represent the capacity to undertake the services outlined in this RFQ.

### 5.1. Administrative/Preliminary Review

Responses will be reviewed by the Issuing Staff Member to determine each response is complete and contains all required documents.

### 5.2. Review of Submitted Qualifications

The evaluation team will review each response in detail to determine its compliance with the Qualification Criteria in Section 4 of this RFQ, including respective documentation. If a response fails to meet Qualification Criteria in Section 4 of this RFQ, including respective documentation, the State Entity will determine if the deviation is material. A material deviation will be cause for rejection of the response. An immaterial deviation will be processed as if no deviation had occurred. All consultants who meet the Qualification Criteria in Section 4 of this RFQ, including respective documentation, will be considered a “Qualified Consultant” at that point in time and will be included on the list of Qualified Consultants.

### 5.3. Public Award Announcement

The results of the evaluation will be announced annually through the public posting of a list of qualified consultants to the DCA website and through DCA email lists. Though the results will only be announced annually, the list posted to DCA’s website will be updated as Qualified Consultants are approved.

## 6. List of RFQ Attachments

**Exhibit “A” Scope of Services**

**Exhibit “B” Contents of Qualifications Package**



## Exhibit A

### Scope of Services

(See DCA Market Study Manual for Scope of Services)

DCA Market Study Manual can be found under “Manuals and Forms” for each respective year, here:  
<https://dca.ga.gov/safe-affordable-housing/rental-housing-development/housing-tax-credit-program-lihtc/application>



## **Exhibit B**

### **Contents of Qualifications Package**

All Qualifications Packages must be provided on a flash drive or emailed to the Issuing Staff Member and contain the following information in the order shown and numbered as follows (please scan each document separately; each numbered item should be a folder):

1. A cover letter, which provides the name, mailing address, telephone number, and email address of the individual to whom we may communicate regarding the Qualifications Package. The cover letter should clearly state that the Qualifications Package is in response to the Request for Qualifications for Market Study Consulting Services and should address the fact that preparation of market studies is the major business operation or a substantial component of business operations.;
2. Two current customer references for multifamily market study reports must be included. Of special interest to DCA are any customer references from multi-family housing developers, state or local housing agencies and/or financial institutions. Please provide the customer reference contact person's name and telephone number;
3. Resumes for all proposed individuals who will be working directly on the market study if the Consultant is deemed qualified (Resumes should include any and all trainings and certifications related to the preparation of market studies);
4. At least one sample market study report for a multifamily affordable housing property; a Georgia property is preferable. The report must have been completed by the individual for whom qualification information has been provided;
5. A listing of multi-family affordable rental housing projects on which Consultant has performed market study reports. This listing should indicate the project name, number of units, proposed tenancy (senior, family or 'other'), source of financing and whether the project was assisted with government funding;
6. An estimated schedule of the fees charged by the Consultant for the work. Also include information on how the Consultant computed the fee. All projects will be located in Georgia. For reference only, please state any stipulations on the fee regarding its location within the state;

(The fee chart will not be used by DCA in determining qualifications; however, submitted fees may be a factor in selection by the Developer)

